

## » MAKE A DIFFERENCE RIGHT AWAY

If you're the kind of person who gets things done — leading, organizing, creating — with a thirst for knowledge and concern for your community and nation, the Emerging Leaders Program is for you. The Department of Health and Human Services (HHS) is seeking applicants who have:

- A Masters or higher level degree,
- A capacity for leadership,
- The potential for professional growth and development,
- A keen interest in analysis and management of policies and programs, and
- A desire to improve health and human services for all Americans.

This highly selective program is a comprehensive, two-year, full-time employment and career development opportunity for recent graduates who have a superior academic record and a Masters or higher degree. Some applicants with an equivalent combination of continued education and on-the-job experience may be eligible.

## » PRACTICAL KNOWLEDGE — UNIQUE EXPOSURE

If you are selected you will spend your first year in a series of 60- to 90-day rotational assignments at various HHS Operating Divisions, giving you high-level exposure to a variety of policy-relevant roles.

In your second year, you will work and receive technical training in the Operating Division that initially selected you, while continuing to participate in career development and networking opportunities with the other Emerging Leaders.

Throughout the program, you will:

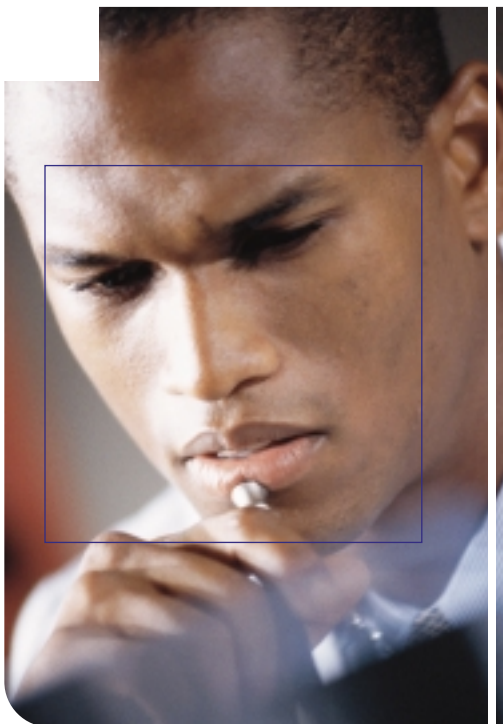
- Work with a mentor who is a senior manager at HHS,
- Receive valuable training and professional development,
- Be included in executive networking opportunities with top-level HHS officials, and
- Participate in regularly scheduled group activities.

## » ADVANCE QUICKLY

Based on your experience and interest, you enter the program in one of five career paths. You'll start at pay grade GS-9 and advance to GS-11 in one year (assuming satisfactory performance) with a pay raise plus a cost-of-living increase. Upon successful completion of the program, you will be eligible for employment as an Analyst, IT Specialist, Scientist, or a similar professional position within your career path in HHS at the GS-12 level.

(For additional information about Federal pay grades, see General Schedule and Locality Pay Tables at [www.opm.gov/oca/payrates](http://www.opm.gov/oca/payrates))





your path...

The Emerging Leaders Program opens the door to five exciting career paths at HHS: Scientific, Social Science, Public Health, Administrative, and Information Technology. Successful applicants will be employed in their career path and begin one year of rotational assignments with different HHS Operating Divisions. After rotational assignments are completed, you then return to the Operating Division to which you were hired. Upon successful completion of the two-year program, you will be eligible for a permanent assignment.



# SCIENTIFIC



» As a scientific specialist, you have the opportunity to perform medical research, coordinate clinical trial programs of new and experimental drugs, and interact with other public and private sector agencies to enhance the state of health sciences.

Recent assignments performed by Emerging Leaders include:

- **Fighting bioterrorism:** Emerging Leaders helped develop rapid detection diagnostics using state-of-the-art technology to help the Center for Biologics Evaluation and Research at the National Institutes of Health advance their anti-bioterrorism efforts.
- **Improving access to information:** Emerging Leaders developed a web-based tutorial to help beginning users better understand the information resources of the National Center for Biotechnology Information.
- **Preventing injuries:** Emerging Leaders co-authored an analysis of high rates of injury deaths among Native American children with the National Center for Injury Prevention and Control.

#### THIS PATH INCLUDES:

BIOLOGISTS  
STATISTICIANS  
CHEMISTS  
CONSUMER SAFETY OFFICERS  
PHYSICISTS  
OTHER SPECIALIZED SCIENTISTS  
PHYSIOLOGISTS



## Social Science

# SOCIAL SCIENCE



### THIS PATH INCLUDES:

**SOCIOLOGISTS**  
**SOCIAL WORKERS**  
**ECONOMISTS**  
**SOCIAL INSURANCE SPECIALISTS**  
**SOCIAL SCIENCE ANALYSTS**  
**HEALTH INSURANCE SPECIALISTS**

» In this career path, you will focus on policy research and development for a wide range of issues, including child support, welfare assistance, Medicaid and Medicare services, tribal relations and health disparities, cancer populations, environmental health, and other critical health policy issues.

Recent assignments performed by Emerging Leaders include:

- **Improving enforcement:** Emerging Leaders collaborated with program stakeholders, performed research, and drafted regulations for the Administration for Children and Families in the Office of Child Support Enforcement.
- **Addressing health care issues:** Emerging Leaders assisted in the development and implementation of the Medicare fee-for-service appeals process for the Health Plan Policy Group at the Centers for Medicare and Medicaid Services. The project also involved analyzing legislative proposals and policies relating to this subject, and assisting in the development of a training and informational program for a variety of organizations.
- **Identifying options:** Emerging Leaders prepared and implemented a survey to analyze types of services provided by the Division of Mental Health of the Indian Health Service, and contacted all the mental health programs in HHS to provide a description of each.



# PUBLIC HEALTH



» Emerging Leaders in this career path analyze issues relating to public health needs, including prevention and treatment of illness and substance abuse, and inspection of food processing plants and drug manufacturing facilities. They also assist states, local governments and private organizations that provide public health services.

Recent assignments performed by Emerging Leaders include:

- **Improving cancer information:** Emerging Leaders coordinated women's health workshops and conducted research for the National Cancer Institute.
- **Addressing public health:** Emerging Leaders helped identify, develop, and disseminate best practices addressing limited English proficient (LEP) populations in the public health arena for the Office of Civil Rights in the Office of the Secretary.
- **Identifying international opportunities:** Emerging Leaders prepared an analytic framework to determine how the Health Resources and Services Administration's domestic services may help improve health services and system needs in other nations, especially developing countries.

## THIS PATH INCLUDES:

PUBLIC HEALTH SPECIALISTS  
PUBLIC HEALTH ANALYSTS  
PUBLIC HEALTH ADVISORS  
EPIDEMIOLOGISTS



# Administrative

# ADMINISTRATIVE



## THIS PATH INCLUDES:

BUDGET ANALYSTS

MANAGEMENT AND PROGRAM  
ANALYSTS

ACCOUNTANTS

GRANTS SPECIALISTS

FINANCIAL MANAGEMENT SPECIALISTS

CONTRACT AND PROCUREMENT  
SPECIALISTS

HUMAN RESOURCES SPECIALISTS

» Emerging Leaders in this very diverse career path perform administrative functions for the Office of the Secretary and each of HHS's 11 Operating Divisions.

Recent assignments performed by Emerging Leaders include:

- **Improving childcare administration:** Emerging Leaders reviewed administrative and financial procedures within the Office of Financial Operations of the Administration for Children and Families relating to Head Start, Child Support Enforcement, Child Welfare, Childcare, and other programs.
- **Enhancing Government performance:** Emerging Leaders helped the Office of the Secretary address the human capital portion of the President's Management Agenda.
- **Streamlining grants-making:** Emerging Leaders examined the Health Resources and Services Administration's grants management policy, procedures, and methods in order to improve the efficiency and stewardship of the grants-making process.

# INFORMATION TECHNOLOGY



» As an Emerging Leader in the IT career path, you will work in a variety of specialty fields throughout HHS, including IT management and policy, IT applied to Medical Research, applications development, integration of management and financial systems, data management, and systems security.

Recent assignments performed by Emerging Leaders include:

- **Tightening security:** Emerging Leaders wrote a model security audit plan for the Administration for Children and Families for auditing Federal and state agencies that utilize the National Directory of New Hires.
- **Managing agency-wide projects:** Emerging Leaders provided project management across all IT organizations of the Food and Drug Administration.
- **Improving e-government:** Emerging Leaders participated in the Program Support Center's team facilitating implementation of agency security initiatives, preparing IT capital planning and documentation, and providing contracting support.

## THIS PATH INCLUDES:

INFORMATION TECHNOLOGY  
SPECIALISTS  
COMPUTER ANALYSTS  
COMPUTER ENGINEERS  
COMPUTER SCIENTISTS  
COMPUTER PROGRAMMERS



## » ENJOY GENEROUS FEDERAL BENEFITS

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When you join the Emerging Leaders Program, you will enjoy a full range of employee benefits, including:

- Immediate health and life insurance
- Paid medical and annual leave
- Paid Federal holidays (10 per year)
- Thrift Savings Plan (Federal 401(k)-type plan)
- Attractive retirement benefits and pension plan
- Family-friendly work and leave policies
- Competitive salaries and rapid advancement
- Annual cost-of-living pay increases

HHS is also very proud of its Quality of Work Life Programs, including career and personal development, flexible work hours, alternative work schedules, and transit subsidies.

EOE, M/F/D/V. The U.S. Department of Health and Human Services provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process please notify Cassandra Cuffee at (301) 443-0778 or access via TTY relay or e-mail at [ccuffee@psa.gov](mailto:ccuffee@psa.gov).